In attendance: Sarah Carberry, Dorothy Echols Tobe, Susan Gaulden, Gurvinder Khaneja, Mike Unger, Brittany Williams-Goldstein

The following items were discussed at the meeting:

- the minutes of the 12-17-2019 IEC meeting
- the draft of Institutional Effectiveness Council Plan with User Guidelines AY 2019-2020
- the sample SLO assessment reports shared by CWAAC, the 5-year academic program reviews, etc.
- the format of the annual report that IEC should prepare for Cabinet
- one or two assessment-related activities, trainings, events, etc. that should be initiated and facilitated by IEC in Spring 2020

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The minutes were approved with one correction.

Institutional Effectiveness Council Plan with User Guidelines AY 2019-2020

The plan date was changed to academic year (AY) 2019-2020 to reflect the fact that edits continued into the Spring 2020 semester. A few sentences that some felt were misleading or unclear were removed from the document. The new Closing section was briefly discussed. The calendar included as Appendix B was modified slightly, and a suggestion was made to add a sentence or two on the IEC timeline to the body of the report after which due dates were removed from Appendix B.

All members of the IEC voted to approve the edited Institutional Effectiveness Council Plan with User Guidelines AY 2019-2020 document as the first version of a manual that will be dynamic and change as the scope of work of IEC evolves. (NOTE: The draft watermark will now be removed to indicate this approval.)

Format of the Annual Report that IEC Should Prepare for Cabinet

At the December 17, 2019 IEC meeting, it was decided that the final report that IEC writes to share with Cabinet by the end of the calendar year should tie all college-wide assessment studies, progress/accomplishments, and close-the-loop activities reported to CWAAC, GECCo, AAC, and SRAB to the College’s Mission and Strategic Plan. The details of the components of the report were discussed further, and it was decided that this document should include the following elements:

- highlights of findings from assessment studies conducted the previous year;
- a summary of campus-wide ranked actionable recommendations that emerge from conclusive prior year assessment study findings
- an estimate as to the health of the assessment culture on campus

prepared by S Gaulden, 02/2020
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✓ a brief list of opportunities for innovation and improvement related to current academic and administrative assessment efforts across the College (NOTE: This list should also indicate, whenever possible, potential synergies and ways to integrate assessment efforts across Units, schools, programs, etc. in order to increase collaboration and efficiencies.)
✓ an inventory of all assessment-related activities, trainings, events, etc. held throughout the year that includes a short data-informed narrative of the value/success of each

Activities, Trainings, Events, Etc. that should be Initiated and Facilitated by IEC in Spring 2020

B Williams-Goldstein suggested that IEC take advantage of the already-scheduled April 22nd Communication meeting by proposing assessment topics by added to the agenda. This suggestion was enthusiastically received by all IEC members. S Gaulden stated that the results of the Middle States Self-Study, which will be summarized at the Visit Team Exit Report on February 26th, will help guide and shape activity, training, event, etc. planning this semester.